



## **Minutes**

### **Fourth Official Board Meeting of the 2020-2021 CKI**

#### **New Jersey District Board of Trustees**

**Location: DeFelice House/Zoom**

**9/26/20 at 9:41AM**

#### **I. Call to Order: Governor Kyle Lank**

##### **A. CKI Pledge: Membership Development and Education Chair**

**Sarah Harvey**

##### **B. Pledge of Allegiance: Treasurer Chiara Fune**

##### **C. Moment of Reflection: Fundraising Chair Nicole Hull**

#### **Roll Call: Secretary Alyssa Joyce**

##### **1. Circle K International**

###### **Present:**

- a) District Governor Kyle Lank
- b) District Secretary Alyssa Joyce
- c) District Treasurer Chiara Fune
- d) District Editor Melissa Nash
- e) Metro LTG James Berke
- f) Seabreeze LTG Abby Lewis
- g) Garden LTG Steven Talarsky
- h) Conventions and Conferences Chair Darcy McLaughlin
- i) Fundraising Chair Nicole Hull
- j) K-Family and Alumni Relations Chair Lauren Quadir (virtual)
- k) Laws, Regulations, and Awards Chair Jonathan Varano
- l) Marketing Chair Lauren Vitale (virtual)
- m) Membership Development and Education Chair Sarah Harvey



n) Technology Chair Leah Starnes

**Absent:**

o) Club Building and Revitalization Chair Anthony Patrizi

**2. Kiwanis International**

**Present:**

a) Kiwanis Governor Gordon Meth

b) Kiwanis Governor Elect Joey Giordano

**3. Key Club International**

**Absent:**

a) Key Club District Governor Sarah Jacob

**4. Circle K International**

**Present:**

a) International Trustee Mackenzie Steele (virtual)

**5. Kiwanis Committee**

**Present:**

a) District Administrator Mike Olivo

b) Financial Counselor Mickey Cohen

c) Seabreeze Zone Advisor Michael Murray

d) Garden Zone Advisor Sharon Daubenspeck

e) College and Community Relations Advisor Bruce Marich (virtual)

**Absent:**

f) Metro Zone Advisor Emily Scharf



## **II. Approval of Agenda & Minutes: Governor Kyle Lank**

### **A. Approval of the minutes from the Third Official Board Meeting**

1. Governor Kyle Lank entertained a motion to approve the minutes.
  - a) Garden LTG Steven Talarsky made the motion.
  - b) Seabreeze LTG Abby Lewis seconded the motion.
  - c) The motion passed unanimously.

### **B. Approval of the minutes from the Unofficial Board Meeting**

1. Governor Kyle Lank entertained a motion to approve the minutes.
  - a) Metro LTG James Berke made the motion.
  - b) Editor Melissa Nash seconded the motion.
  - c) The motion passed unanimously.

### **C. Approval for the current agenda of the Fourth Official Board Meeting**

1. Governor Kyle Lank entertained a motion to approve the agenda for the Fourth Official Board Meeting.
  - a) Garden LTG Steven Talarsky made the motion.
  - b) Metro LTG James Berke seconded the motion.
  - c) The motion passed unanimously.

## **III. District Committee Reports**

### **A. Fundraising Chair: Nicole Hull**

1. Our WASH total right now is around \$3000.
2. Planning October 17th to be a WASH Day during CKI week where the board will do a 6K and post bingo boards.

### **B. Marketing Chair: Lauren Vitale**



1. Focusing on updating social media, reaching out to clubs now that the semester has started, showcasing individual members and clubs, collaborating with board members.
2. Made an njcirclek Tik Tok account.
3. How do you envision collaborating with board members? - weekly tips from different committee chairs, continuing to educate members on the district.
4. Creating a day in the life of a district board member Instagram takeovers once a week, making sure to do an introduction to the board.
5. This upcoming week (week of September 28th) start with introductions of the board separated by executive officers, LTGs, and committee chairs, then move into takeovers the following week (week of October 5th).

### **C. Laws, Regulations & Awards Chair: Jonathan Varano**

1. Reviewing awards and the applications from last year to see what changes need to be made. We need to solidify what these will look like in the upcoming weeks. Set the goal to have them finalized and released at or immediately following Insight.
2. Emphasize to clubs how bylaws work, where they are, and how to update them. We need to support presidents with reviewing these each year and knowing where they can find them.
3. Will we still have to convert files for awards? - we might use an online form or portal this year which would mean no converting.
4. Make sure to have the due dates for awards accessible for all clubs return to Spring semester schedules.
5. Table awards discussion for a committee meeting.

### **D. Kiwanis Family & Alumni Relations Chair: Lauren Quadir**

1. The Kiwanis Family Livestream was a success!



2. Shifting focus to working on Key to College office hours and webinars, starting a schedule for office hours, and starting to work on webinars earlier.
3. Thinking that the last Thursday of the month will be when the Key to College webinars are hosted.
4. Board members can get involved in office hours and webinars, thinking about asking general members/freshmen members to attend and discuss their transition into college and Circle K, might want to create a rotating schedule for this.

#### **E. Membership Development & Education Chair: Sarah Harvey**

1. A membership video and club officer resource packet went out in August
2. Has been communicating with the MDE committee, and filled a WASH calendar.
3. Looking to work with Marketing Chair Lauren Vitale on club member spotlights.
4. An event planning checklist is in the works.

#### **F. Service Chair: Melissa Nash**

1. Planning upcoming service projects with Garden LTG Steven Talarsky.
2. Tuesday, September 29th at 8pm is the virtual service project, "Project Implicit."
3. Looking to plan a beach cleanup for October 24th.
4. Is going to create a monthly service newsletter that highlights service projects available to everyone in the district. This will go out in the middle of the month (around the 15th), the projects will be listed by division and will also be promoted on social media before and after they occur.
5. Looking for new service projects. Will keep spreading the word about poll workers and look into the project Technology Chair Leah Starnes mentioned in Atlantic City serving meals.



### **G. Technology Chair: Leah Starnes**

1. Email sent to Club Editors to send pictures about recent events to post
2. Service hours page, WASH page , COVID-19 operations page, and contact us /get involved page are all updated on the website.
3. Looking forward: advertise for virtual Insight and update the dues collection page.
4. Look into making sure we have a backup of the website.
5. Possibly add fundraising opportunities to WASH page and the calendar.

### **H. Convention & Conferences Chair: Darcy McLaughlin**

1. Committee has finalized a virtual agenda for the November Insight.
2. DCON will be a hybrid model as per the vote at our unofficial meeting.
3. In person Insight is tentative for February.
4. We need to discuss making pins, decisions for registration, and host club involvement.

### **I. Club Building and Revitalization Chair: Anthony Patrizi**

1. Governor Kyle Lank reviewed Anthony Patrizi's report form.
  - a) Helping out Garden LTG Steven Talarsky and Seabreeze LTG Abby Lewis with their divisions and potential charters, looking for charters with Metro LTG James Berke in the Metro Division.
  - b) Created a template email for reaching out and a list of clubs to reach out to.
  - c) Reach out to Seton Hall by mid-October. Talk to the Kiwanis Club that hosts them and reach out to Seabreeze Zone Advisor Michael Murray about potential faculty advisors.

## **IV. Lieutenant Governor Reports**

### **A. Metro Division: James Berke**

1. The joint Metro Division DCM happened.



2. Reaching out to new Kiwanis LTGs starting on October 1st.
3. Montclair had their involvement fair and board meeting.
4. NJIT had two meetings, events for service, leadership, and fellowship, and participated in WASH fundraising.
5. Caldwell is doing weekly meditation sessions, hosted an Instagram takeover on their school admission page, and their budget was not approved by the school.
6. Looking forward: plan a social for the Metro division, create a framework for a DCM meeting, looking into service at food banks and outside cleanups, focusing on Seton Hall communication, and look into reaching out to other schools.

#### **B. Seabreeze Division: Abby Lewis**

1. Has been talking to Club Presidents about what they need, what has been working for them, and what their struggles are right now.
2. Virtual recruitment and retention is their main struggle and we are working on strategies for this.
3. Putting together a social event for Seabreeze. Looking for ways to market this.
4. TCNJ has had a good turnout for their meetings so far.
5. Brookdale wants to charter by the end of year and now has Thursday morning meetings if anyone can attend.
6. Rider is hosting a social on Monday and encouraging members to bring friends. They are having raffles at their meetings where you get another entry if you bring a friend.
7. Rutgers has increased their attendance and had 30 new people coming out to meetings.
8. For recruitment and retention we can utilize our own personal circle to build clubs and cosponsor/collaborate with other organizations on campus.



### **C. Garden Division: Steven Talarsky**

1. Emailed Kiwanis Zone Advisors. Looking to hold an event with The Haddons and Greater Mt. Laurel Kiwanis.
2. ACCC just had their first meeting and we are looking to better our communication with them.
3. Stockton has new members coming to meetings and events.
4. Rowan had new members attend their first meeting.
5. RCBC had two interested members at their involvement fair. We need to reach out to them on October 4th about their meeting availability.  
Governor Kyle Lank and Garden LTG Steven Talarsky will be working closely with them for planning meetings and pushing leadership later on in the semester. They are also not allowed to use social media accounts for organizations.
6. Looking to plan a divisional service project.
7. Continue to work on communication with Zone Advisors. LTGs should be talking with them as much possible.

## **V. Executive Committee Reports**

### **A. Editor: Melissa Nash**

1. Writing out newsletter expectations.
2. Is hosting Club Editor one-on-ones, still need to get in communication with Rowan and Rider's Editors.
3. Working on district newsletters, brand guide, and newsletter examples for Club Editors.
4. Is setting up a group chat for Club Editors. Hoping to meet with all of them by the end of the month and host a Club Editor social.
5. Ideas for the end of October newsletter include international spotlights, service corner, an Insight article, words from Kiwanis Governor Designate





Joey Giordano and Key Club Governor Sarah Jacob, reintroduce district board with board pictures.

**B. Treasurer: Chiara Fune**

1. Attended the international dues discussion.
2. All Club Treasurers have been contacted for one-on-ones. Only has scheduled one-on-ones with Rutgers and TCNJ right now.
3. Goal is to connect with Kiwanis clubs.
4. Is looking to have Club Treasurers join the dues discussion from another district in case they have questions.
5. Looking into revamping the voucher system.

**C. Secretary: Alyssa Joyce**

1. Hosting one-on-ones with Club Secretaries and a second Secretaries Webinar.
2. Clubs have all been submitting their MRFs on time.
3. Looking to increase club reporting accuracy with service hours, interclubs, and K-family events.
  - a) Both clubs that have interclubs will report them on the MRF. We will add a question that has them list who the interclub was with on the MRF.
  - b) Check interclub reporting against awards; have an LRA committee meeting next week.

**D. Governor Kyle Lank entertained a motion to approve the above board reports**

1. Seabreeze LTG Abby Lewis made the motion.
2. Editor Melissa Nash seconded the motion.
3. The motion passed unanimously.

**E. Governor: Kyle Lank**



1. Hosted board member one-on-ones before the district board meeting. Is also continuing to have Club President one-on-ones and webinars.
2. Setting up district wide service projects for the district service initiative.
3. Setting up Key to College office hours.
4. Lots of communication with all board members, Club Presidents, and District Administrator Mike Olivo.
5. We have a strong foundation for all clubs. They have all submitted recruitment plans.
6. Looking to continue to support RCBC and ACCC.
7. Has attended 10 more Kiwanis meetings since last meeting and also Kiwanis DCON.
8. We already hit our WASH goal for the year.
9. Has attended 20 Kiwanis meetings in total out of his 30-meeting goal.

**F. Governor Kyle Lank passed chairperson to Secretary Alyssa Joyce**

1. Secretary Alyssa Joyce entertained a motion to approve the Governor Report Form.
  - a) Metro LTG James Berke made the motion.
  - b) Seabreeze LTG Abby Lewis seconded the motion.
  - c) The motion passed unanimously.
2. Secretary Alyssa Joyce passed chairperson to Governor Kyle Lank.

**VI. Welcome & Introduction of Guests: Governor Kyle Lank**

**A. Governor Kyle Lank introduces guests and welcomes them.**

1. Kiwanis Governor Gordon Meth
2. Kiwanis Governor Designate Joey Giordano
3. Circle K International Trustee Mackenzie Steele



## **VII. Kiwanis Committee on NJ CKI: District Administrator Mike Olivo**

### **A. Administrator Mike Olivo gives updates**

1. Reach out to anyone on the Kiwanis committee if we need anything. They are all proud of our hard work.

## **VIII. NJ Kiwanis Family Updates**

### **A. Kiwanis Governor Gordon Meth gives updates**

1. There has been an overall Kiwanis membership increase. Our COVID-19 response shows why we do service and has increased our involvement in the community and want to volunteer.
2. Parsippany college connect has the contact information for supporting new college students.
3. Passes the Governor banner to Kiwanis Governor Designate Joey Giordano.

### **B. Kiwanis Governor Designate Joey Giordano gives updates**

1. Kiwanis has seen us going to meetings and being available to help them out.
2. Encourages us to seek out past Key Clubbers, have more socials and fellowship events to bring the district together.
3. Is looking to host a Tri-K board meeting.

## **IX. Circle K International Updates: International Trustee Mackenzie Steele**

### **A. International Trustee Mackenzie Steele gives updates**

1. CKI Leadership Panel is Sunday, October 4th at 6pm.



2. Dues payments are due by November 30th. If clubs cannot pay dues, we can reach out to her about fee waiver requests that will be submitted to the international board for approval.
3. CKI Week is happening from October 12th-17th. There are resources out now and a sister district challenge will be happening.
4. Trick or treat for UNICEF is going virtual. There will be a virtual box and social media bingo boards.
5. The Tomorrow Fund application opens on October 1st. This is a grant that is provided for any service project that we apply for.

## **X. New Business: Governor Kyle Lank**

### **A. Insight Planning: Conventions and Conferences Chair Darcy**

#### **McLaughlin**

1. Day 1: have attendees complete preparation activities for tomorrow, watch a group movie, and host a group service project.
2. Day 2: zoom bingo, icebreaker, breakout rooms with trust games, personality quiz, virtual scavenger hunt, break, online service project, leadership event, closing remarks and letters to future self. We will possibly have a candlelight ceremony or reflective period. This could be a word bubble or team/club reflection.
3. Consider adding in a fundraiser.
4. \$5 fee for the pin and a WASH donation and extra donation spot on the registration form.
5. We will give out stickers for the virtual event instead of pins and have pins for the in person event in February. We need to put the pin order in early because of Chinese New Year.
6. Inclusion of Rutgers as host club: we will ask them to plan the service project for Friday.



7. Marketing: Insight theme and registration goes out on October 3rd. We will post a Facebook event and promotional video. Two weeks beforehand, we will send out reminder emails and post on social media leading up to the event as a countdown.

## **B. Club Rally and DLSSP: Governor Kyle Lank**

1. We are thinking of switching the two events, so that we have a virtual day of service in the fall and Club Rally in the Spring.
2. Oct 24th is the Kiwanis One Day Event.
3. Governor Kyle Lank entertained a motion to move DLSSP to October 17th.
  - a) Garden LTG Steven Talarsky made the motion.
  - b) Seabreeze LTG Abby Lewis seconded the motion.
  - c) The motion passed unanimously.
4. Governor Kyle Lank entertained a motion to host Club Rally in the Spring on the same day as COTC.
  - a) Metro LTG James Berke made the motion.
  - b) Seabreeze LTG Abby Lewis seconded the motion.
  - c) The motion passed unanimously.

## **C. CKI Week: Kyle**

1. Oct 12th: Choose CKI
2. Oct 13th: Random acts of kindness and service projects
3. Oct 14th: Lead with Love
4. Oct 15th: Find your Family
5. Oct 16th: Strive to Serve
6. Oct 17th: CKI Day of Action
  - a) We will be doing a WASH 6K as a district. This will be DLSSP and will be an in person walk by Rowans. The district will post bingo boards to raise money for WASH.



## **D. WASH Progress / New Goal: Fundraising Chair Nicole**

### **Hull**

1. We are currently right under \$3000 for WASH fundraising and our original goal was \$2000.
  - a) Governor Kyle Lank entertained a motion to make our new goal for WASH \$7500.
    - (1) Metro LTG James Berke made the motion.
    - (2) Garden LTG Steven Talarsky seconded the motion.
    - (3) The motion passed unanimously.
2. Mask Fundraiser is happening. We have 200 masks, \$7 per mask.
3. A Night In For WASH event is still happening. We are looking for a chef/baker for a cooking/baking lesson.
4. Wants to host a Mr. CKI event in November. Have one member from each club participate and have some pieces recorded and some live. We will ask for donations towards a person in order to vote for them.
  - a) Governor Kyle Lank entertained a motion to host Mr. CKI on November 19th.
    - (1) Seabreeze LTG Abby Lewis made the motion.
    - (2) Metro LTG James Berke seconded the motion.
    - (3) The motion passed unanimously.

## **E. Service Opportunities: Service Chair Melissa Nash**

1. Our virtual service project, "Project Implicit" will be on September 29th at 8pm.
2. Seabreeze LTG Abby Lewis is looking at a food pantry in New Brunswick called Elijah's Promise where we would be making snack bags for them.
3. Metro LTG James Berke is looking at Norwescap food pantry and Montclair's food pantry.



4. Technology Chair Leah Starnes has been working with a homeless center in Atlantic City.
5. LRA Chair Jonathan Varano is working with America's Grow Row in Milford, NJ.
6. Conventions and Conferences Chair Darcy McLaughlin mentioned that she has worked with the Community Food Bank of New Jersey.
7. Kiwanis Governor Designate Joey Giordano is looking to work with schools on providing school lunches and mentioned that food banks are in need of people to deliver meals.
8. Governor Kyle Lank has been working on his Governor Project with New Jersey Jobs for America's Graduates (JAG). They are looking for virtual mentoring.
9. Ideas for clubs that are struggling with virtual service: host a free rice competition and post the leaderboard, ask icebreaker questions during service, host a service week or service calendar, post social media spotlights to people doing service.

#### **F. Fifth Official Board Meeting (December 5th)**

1. Hoping to host this in person. It is possible that many people will be virtual because of finals.
2. Location will be at the DeFelice house pending approval from them.

### **XI. Open Floor: Governor Kyle Lank**

#### **A. Board pictures and board fleeces after the meeting.**

1. Make sure you pay for your fleece if you have not done so.

### **XII. Announcements and Deadlines: Governor Kyle Lank**

#### **A. Presidents' Webinar will be Thursday, October 1st.**

#### **B. CKI Week is October 12th-17th.**



- C. Insight is November 6th-7th.**
- D. Mr CKI is Thursday, November 19th.**
- E. Fifth Official Board Meeting will be on Saturday, December 5th.**
- F. Greater Mt. Laurel Kiwanis will be holding a highway cleanup next Saturday morning.**

**XIII. Closing Remarks: Governor Kyle Lank**

**XIV. Moment of Hope: Conventions and Conferences Chair Darcy  
McLaughlin**

**XV. Adjournment: Governor Kyle Lank**

- A. The Fourth Official Board Meeting was adjourned by Governor Kyle Lank at 3:44PM.**